

**Professional Architectural and Engineering Services**

**Statement of Qualifications**

**Packet for the term  
March 2008 to March 2010**



**DEPARTMENT OF PUBLIC WORKS**

**CHARLES KAJKOWSKI, JR., P.E., DIRECTOR**

**STATEMENT OF QUALIFICATIONS**  
**PACKET FOR**  
**PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES**  
  
**For the term of**  
**March 2008 TO March 2010**

**TABLE OF CONTENTS**

Table of Contents .....	1
Introduction .....	2
Submittal Instructions .....	3
Contract Terms .....	6
Service Categories Defined .....	7
Evaluation Procedure .....	14
Submittal Forms .....	15
• CLV Form A - General Information	
• CLV Form B - Personnel Experience - Professional	
• CLV Form C - Personnel Experience - Technical and Key Staff	
• CLV Form D - Equipment Listing	
• CLV Form E - List of Tests and Procedures for Geo-technical Engineering and Materials Testing & Inspection	
• CLV Form F - Service Category	
• CLV Form G – Project Approach	

## INTRODUCTION

This packet contains all the forms necessary for firms to respond to the City of Las Vegas' request for Statements of Qualification (SOQ) for professional architectural and engineering services. Firms should carefully read and review this entire package.

The City of Las Vegas requests SOQs from firms to provide various professional architectural and engineering services for public works projects. Firms interested in providing these services should complete a submittal using the information and forms contained in this packet. Submittals will only be accepted from 8:00 a.m. to 5:00 p.m., Monday through Friday until the **deadline of 3:00 p.m., Thursday February 21, 2008.**

Submittals are to be delivered to the following address:

Mailing address and messenger deliveries:

Charles Kajkowski, Jr., P.E.  
Director  
Department of Public Works  
731 S. Fourth Street  
Las Vegas, NV 89101

Note: **Two (2)** hardcopy submittals are required plus an electronic copy in Adobe Acrobat .pdf format on a CD.

## SUBMITTAL INSTRUCTIONS

### General

1. Each firm must provide **two** hard copies of its submittal.
2. Each hard copy must be bound in its own three-ring binder with no additional binding or stapling.
3. Submittals must contain a compact disc (CD) of an exact copy of all the hard copy information in Adobe Acrobat pdf format. This CD will become the city of Las Vegas' record copy.
4. Please follow the organization, order, and numbering presented in this package.
5. All submittals should be completed on the forms provided in this package. Facsimiles forms, created with microcomputer word processing programs or on typewriters, are acceptable. These facsimiles, however, should use the layout and format as the original forms. Slight adjustments to the forms, such as margin and paragraph spacing, are acceptable. These adjustments, however, must not change the wording or numbering of questions, the order of requested information or increase or decrease the amount of information requested. All pages must conform to an 8-1/2" x 11" format, either portrait or landscape orientation.
6. All forms can be downloaded from the City's "web" site at:

<http://www.lasvegasnevada.gov/publicworks>

For additional information, or to receive Statement of Qualifications Packet via e-mail, or a hardcopy, please contact Cheryl Paychl at (702) 229-6541 or by e-mail at [cpaychl@lasvegasnevada.gov](mailto:cpaychl@lasvegasnevada.gov). Contact us for alternate form file formats.

6. In general, all typing on the forms should be in eight to twelve point (or eight to twelve pitch) size font, using normal font types such as Arial, Times Roman, Helvetica, Courier, Pica or Elite. Do not use cursive, script or brush type fonts. Tab and separator sheets may use larger font sizes.
7. Each submittal section must have a clearly recognizable divider. Preferably, this divider will be a tabbed sheet or a colored, heavy bond paper, with the name of the section clearly typed on this divider.
8. Please be advised of City Council Resolution R-79-99, RESOLUTION ESTABLISHING A POLICY REGARDING THE TYPE OF DISCLOSURE TO BE REQUIRED OF PERSONS ENTERING INTO CERTAIN CONTRACTS OR OTHER TRANSACTIONS WITH THE CITY. Such disclosure as put forth in that resolution, is not required as part of this Statement of Qualifications submittal, but would be a requirement for any subsequent "professional services agreement" entered into with the City of Las Vegas.

**Submittal Order:**

Please conform to the following organization order, numbering and contents:

**Firm's Cover Letter**

The firm's cover letter is a brief (1 to 2 pages) introduction for the firm's submittal and the proposed scope of services. An officer of the firm must sign the letter.

**CLV Form A - General Information**

Please complete all lines of the form concerning general information about the firm. Sign and date the form, and check off the boxes agreeing to requirements for consulting services with the city of Las Vegas Public Works.

**CLV Form B - Personnel Experience – Professional Staff**

Complete the fields for the local office's professional staff including their names, title, discipline(s) in which they serve, professional registration, education, and years of experience. Each person may list more than one discipline, please use the key at the bottom of the sheet. Form requires professional engineer's license number, Nevada State Board of Architecture, Interior Design and Residential Design (NSBAIDRD) number, or Nevada State Board of Landscape Architects number. Engineer Interns (EI) and Land Survey Interns (LSI) registered with the Nevada State Board of Engineers and Land Surveyors may be listed along with Professional Engineers (PE) and Professional Land Surveyors (PLS). Form requires the firm certify that the listed individuals are residents of the Southern Nevada community. Resumes for local, professional staff should be submitted following this section.

**Professional Resumes**

Provide resumes for all local, professional staff that are registered with the Nevada State Board of Architecture, Interior Design, and Residential Design, the State of Nevada Landscape Architecture Board, or the State Board of Professional Engineers and Land Surveyors. Be sure to include certifications such as LEED AP. Please limit resumes to approximately one page per person.

**CLV Form C - Personnel Experience – Other Technical and Key Staff**

List all other employees in technical fields or key staff positions along with any pertinent certifications or endorsements they hold. This form may include any staff required to complete a project within the firm's service categories. Form requires the firm certify that the listed individuals are residents of the Southern Nevada community

## **CLV Form D - Equipment Listing**

List all equipment necessary to provide the service being considered that the firm is willing to commit locally and which it currently owns or leases. Also indicate any applicable software packages to perform tasks within the requested service category

## **CLV Form E - List of Tests and Procedures for Geo-technical Engineering and Materials Testing & Inspection**

If the submittal contains a “Geo-technical Engineering” and/or a “Materials Testing and Inspection” service category, the firm must include a CLV Form E - List of Tests and Procedures for Geo-technical Engineering and Materials Testing & Inspection. Otherwise, this form is not required.

Note that CLV Forms A through E only need to be prepared and submitted once in each of the three-ring binders. In contrast, the Service Category section needs to be prepared and submitted for each service category a firm desires to submit. Provide a tabbed divider at each Service Category.

For example, a firm **may** have their submittal laid out as such:

- Cover Letter
- Form A
- Form B
  - Resume 1
  - Resume 2
  - Resume 3
- Form C
- Form D
- Form E
- Service Category: Roadway Engineering
  - Form F
    - Project 1 - Roadway
    - Project 2 - Roadway
  - Form G
- Service Category: Land Surveying
  - Form F
    - Project 1 – Land Surveying
    - Project 2 – Land Surveying
    - Project 3 – Land Surveying
  - Form G

Both 3-ring binders and the electronic submittal will be the same. Each firm should only be submitting 2 binders and 1 CD.

## **Service Categories**

Complete the following forms for each service category the firm is interested in providing service. However, separate each individual service category with a tabbed divider labeled with the service category name on the tab. Firms interested in providing services in these categories must intend to be the prime consultant for the services provided and to perform more than 50 percent of the work.

### **CLV Form F - Service Category**

List the firm's relevant projects to the service category. Do not list more than 15 projects. List the firm's most recent and local projects first. For each project, check the box indicating whether the firm was the prime consultant or a sub-consultant. List up to 3 key staff involved with the project and the role they served on the project team.

Following this form, please provide a one page highlight of the project including photos, renderings, site plans, etc. Order these to match the order of the projects listed on Form F and identify the pages with the same project name as listed. Provide details such as the project limits, the scope of services, and the project bid structure (i.e. bid-build, design-build, construction management at risk). Feel free to list any personnel and their involvement with project that are not listed on Form F. Any person listed in the project description should be listed in Form B and have a resume in the section following Form B.

### **CLV Form G – Project Approach**

Include information about the firm's management philosophy and project approach within this service category. Identify budgeting, scheduling, and quality assurance processes and any other pertinent information the evaluators should be made aware of to properly evaluate the competence and qualifications of your firm to perform services in the Service Area. This form is limited to 2 one-sided pages.

## **CONTRACT TERMS**

### **CONSULTANT BUDGETS AND SCHEDULES**

The City of Las Vegas has recently passed a new initiative for performance based budgeting. All City departments are required to implement this new program for meeting project schedules and budgets. As this new initiative requires more stringent accountability from Public Works, we in turn need to ensure that City consultants are complying with project budgets and schedules set forth in the consultant agreements. Failure to meet these requirements due to the consultant will ultimately affect their SOQ rating and ability for future City design projects during this term.

## SERVICE CATEGORIES DEFINED

The City of Las Vegas is looking for firms to provide expertise in one or more of service categories listed below.

Parks  
Buildings  
Roadway Engineering  
Pavement Condition Evaluation  
Traffic Study and Modeling Engineering  
Traffic Design Engineering  
Flood Control Engineering  
Sanitary Sewer Engineering  
Sanitary Sewer Assessment/Rehabilitation Engineering  
Wastewater Treatment Plant Design  
Land Surveying  
Geo-technical Engineering  
Right-of-Way Design  
Right-of-Way Acquisition  
Landscape Design  
Environmental Services  
Structural Engineering  
Construction Management – Architectural Projects  
Construction Management – Engineering Projects  
Partnering Facilitators  
Material Testing and Inspection  
Special Improvement District (SID)  
Bid-ability and Constructability Review

Firms interested in providing a service in one of the aforementioned service areas must be the prime consultant for that service and must perform more than fifty percent of the service.

### A. Parks

Provide landscape, engineering, and minor architectural services for the design and/or construction of various parks, recreation areas, open spaces, and right-of-way projects, to include new construction, renovations, and restorations. Basic services may include programming, reports, studies, surveys, master planning, urban planning, schematic design, design development, construction documents, permitting, bidding assistance, construction administration, and project management.

This category is limited to firms where a principal of the firm is a Nevada registered Landscape Architect or Civil Engineer. A principal is a person who occupies a



position of management, shares in the firm's losses and is liable for the acts of the firm. The principal should be listed on Form F.

## B. Buildings

Provide architectural services, including subconsultants as necessary, for the design and/or construction of various building projects and/or associated site work, for new construction, remodels, and restorations. Basic services may include programming, reports, studies, surveys, master planning, schematic design, design development, construction documents, permitting, bidding assistance, construction administration, and project management. Firms should also include experience in LEED certified projects, design-build projects, and construction management-at-risk projects.

This category is limited to firms where a principal of the firm is a Nevada registered Architect. A principal is a person who occupies a position of management, shares in the firm's losses and is liable for the acts of the firm. The principal should be listed on Form F.

## C. Roadway Engineering

Urban Street Design: Design of typical arterials (normally four to eight lanes wide with right-of-way widths of 80 to 120 feet) located in the Las Vegas Valley. Design includes pavement, curb, gutter, sidewalks, drainage improvements and reconstruction within developed areas. Provide all engineering services for the preparation of plans, specifications and bid documents. Projects will typically cost more than 500,000 dollars and may require a special improvement district, traffic improvements and considerable right-of-way engineering.

Rehabilitation Design: Provide all engineering services for the testing and evaluating existing pavement sections. Provide all engineering services for the preparation of plans, specifications and bid documents. Project may involve some minor structures and minimal right-of-way engineering.

## D. Pavement Condition Evaluation:

Pavement condition evaluation and network analysis will include all engineering services necessary to prioritize and provide a work program for the preservation and rehabilitation of a major street network. This work will include collecting data to determine ride comfort / quality, visual surface distresses, traffic loading and structural adequacy of each pavement section.

The work will also include a network analysis which will include an analysis to determine pavement performance, a proposed rehabilitation strategy, a proposed rehabilitation needs year and a benefit / cost calculation.

## E. Traffic Study and Modeling Engineering:

Traffic Study and Modeling Engineering Services will include analysis of traffic operation, analysis of traffic flows, travel demand modeling and traffic simulation. Model and simulation requires knowledge of specialized transportation modeling

software such as, but not limited to: CORSIM, HCS, SYNCHRO and TRANSCAD applications.

#### F. Traffic Design Engineering

Traffic Design Engineering Services will include design of traffic signals, traffic control plan design, intelligent transportation systems (ITS), pavement markings, traffic calming, signs, other traffic control device plans, preparation of geometric design and delineation plans. Traffic calming involves public presentations, analyses, and implementation of neighborhood traffic calming needs. Design could include all engineering services required for the preparation of plans, specifications and bid documents.

#### G. Flood Control Engineering

Hydraulic and Hydrology Analysis: Prepare drainage studies to define storm water flows to the project area using the HEC-1 hydrology model and perform hydraulic analysis using WSPG or HEC-RAS to determine the appropriate size for conveyance systems including pipes or open channels.

Detention and Retention Basin Design: Design facilities to temporarily store storm water run-off. Design includes inlet structures, outlet structures, dam embankment, spillway design and associated hydrology and hydraulics analysis. Project may require right-of-way engineering. Provide all engineering services for the preparation of plans, specifications and bid documents.

Storm Drain System Design: Design of storm water collection and conveyance facilities in both open channel and closed conduits. Design includes inlets, transition structures, culverts and associated hydrology and hydraulics analysis. Project may require right-of-way engineering. Provide all engineering services for the preparation of plans, specifications and bid documents.

Technical Drainage Studies and Plan Review: Review of development studies and improvement plans for conformance to applicable codes, policies and standards. This work will include the review of drainage studies and improvement plans submitted by proposed developments, review of already approved studies and plans submitted for other proposed developments, the coordination of conditions of approval and improvement; site visits, and hydraulic and hydrologic analysis of problem areas.

#### H. Sanitary Sewer Engineering

Hydraulic and Service Area Analysis: Estimate waste water generation rate for the development with average and peak flow quantities. Evaluate the nearest available public sewer and the master plan requirements for the future development needs of the sewer basin.

Sanitary Sewer Design: Design of sanitary sewer collection systems. Provide all engineering services for the preparation of plans, specifications and bid documents for sanitary sewers, man holes, lift stations and related special structures. Right-of-way engineering may be required. Provide all engineering services for the preparation of plans, specifications and bid documents.

## I. Sanitary Sewer Assessment/Rehabilitation Engineering

Condition assessment studies will include inspection and evaluation of existing sewers. This work will include the physical inspection of pipelines and manholes, closed-circuit television inspection of pipelines, sewer flow monitoring, assessment reports based on inspection results utilizing NASSCO condition rating system and preparation of final reports. The final reports include a summary of the results and recommendations of the study.

Sanitary sewer rehabilitation services will include preparation of plans, specifications and bid documents for sewer rehabilitation design packages utilizing trenchless technology methods. Work may include experience in specifying fold and form pipe repair, cured-in-place pipe repair, pipe bursting and other methods of repair.

Qualifying firms should show experience in flow monitoring, condition assessment, flow by-pass methodologies, manhole repairs and geographic information systems.

## J. Wastewater Treatment Plant Design

Provide all engineering services to prepare plans, specifications and bid documents for the construction of wastewater treatment plants. Wastewater treatment plants include facilities that are designed for wastewater reuse.

## K. Land Surveying

**Aerial Mapping:** The employment of the principles and practices of aerial photogrammetry as it relates to infrastructure project development.

**Boundary, Topographical and Alignment Surveys:** Establishment of boundaries, alignments, limits of rights-of-way, and so forth, sufficiently tied to the land net (United States Public Land Survey) to enable the survey to be retraced. This work includes the resolution of conflicting surveys, identifying and addressing title issues within the scope of the land surveyor's authority, the preparation of certified legal descriptions of the area surveyed and acquisition areas, preparation of right-of-way plans/plats and the measurement of the earth's contours and of fixed works.

**Construction Staking:** Construction staking will include the verification of horizontal alignment or boundary configuration, limits of right-of-way, the vertical controls from which a project is to be constructed, the establishment of necessary site specific construction benches and horizontal control points and the physical placement of all construction stakes necessary to enable the contractor to locate the project improvements. Project improvements may be defined as improvements normally associated with the construction of urban arterial roads, collector roads, special improvement districts, flood control improvements, sanitary sewer improvements, buildings, trails, and park improvements.

## L. Geo-technical Engineering

**Site Investigation and Soil Analysis:** Investigate on-site soil and rock properties and make recommendations on the use of those materials for structures normally

associated with, buildings, parks, trails, roads, sanitary sewers, and flood control improvements.

#### M. Right-of-Way Design

Legal Description and Plat Maps. Prepare certified legal descriptions of the area surveyed and acquisition areas and prepare right-of-way plats.

#### N. Right-of-Way Acquisition

Appraisals: Prepare valuations of interests in real property in compliance with the Uniform Standards of Professional Appraisal Practice and the Uniform Appraisal Standards for Federal Land Acquisition. Provide testimony as an expert witness in condemnation proceedings and perform supplemental studies as needed.

Negotiations: Assist in the acquisition of right-of-way by negotiation or eminent domain proceedings, make offers, explain appraisals, provide liaison duties between the City and property owners, monitor escrows, maintain diaries, records and paperwork and prepare pre-condemnation packages.

Relocation Services: In compliance with the Uniform Act and applicable state and federal policies and regulations: perform project relocation studies and relocation advisory assistance to displaced commercial and residential occupants; compute benefits and review benefit applications; maintain diaries and generate reports; and provide close coordination between relocation and acquisition activities.

#### O. Landscape Design

Provide landscaping, irrigation design and minor architectural services for the design and construction of interchange and parkscape areas, recreation facilities, open spaces, and right-of-way projects for new construction and renovations. Basic services may include programming, reports, studies, surveys, master planning, schematic design, design development, construction documents, permitting, bidding assistance, and construction administration.

#### P. Environmental Services

Environmental Services includes, but is not limited to the following: environmental permitting, environmental clean-up and restoration, environmental sample collection and testing, preparation of environmental assessments and impact statements, environmental modeling, asbestos and other hazardous material abatement consulting, biological, botanical, paleontological, archeological, and waters of the U.S. assessments.

#### Q. Structural Engineering

Structural engineering will include design of structures associated with transportation or flood control improvements, such as bridges, viaducts, large culverts, spillways,

transitions, structures, retaining walls and related structures. Provide all engineering services for the preparation of plans, specifications and bid documents.

#### R. Construction Management – Architectural Projects

Provide resident project representative(s) for construction of parks and building facilities. Inspect and document contractor's work, prepare pay requests and change orders, as needed. Provide liaison with the public, sub-contractors, utilities, other governmental agencies and other involved parties.

Construction Claims Support: Provide services including claims evaluation, schedule analysis, identification of potential claims issues, research case history to support or deny claims, evaluation of fault, providing recommendations and dispute avoidance. In addition, the consultant should be capable of evaluation and enhancement of existing City of Las Vegas claims procedures, contract documents, contractor performance documentation and construction processes for the purpose of dispute avoidance, claims mitigation and staff training. Preference may be given to those firms that exhibit construction claims experience.

#### S. Construction Management – Engineering Projects

Administration: Provide resident project representative(s) and registered project engineer and/or project manager for a construction project. Inspect and document contractor's work, prepare pay requests and change orders, as needed. Provide liaison with the public, sub-contractors, utilities, other governmental agencies and other involved parties.

Construction Claims Support: Provide services including claims evaluation, schedule analysis, identification of potential claims issues, research case history to support or deny claims, evaluation of fault, providing recommendations and dispute avoidance. In addition, the consultant should be capable of evaluation and enhancement of existing City of Las Vegas claims procedures, contract documents, contractor performance documentation and construction processes for the purpose of dispute avoidance, claims mitigation and staff training. Qualified firms must have professional staff with licenses to practice civil engineering in the State of Nevada and have legal expertise in construction claims. Preference may be given to those firms that exhibit construction claims experience.

#### T. Partnering Facilitators

Conduct partnering workshops to establish trust and team building between stakeholders for Public Works projects. Provide facilitating services including: meeting logistics, stakeholder interviews, discussion mediation, and debriefing sessions. The facilitators will be responsible for establishing stakeholder responsibilities, determining communication lines among the parties, preparing meeting agendas, and providing meeting minutes. Facilitating services may be required for the duration of a project, necessitating quarterly follow-up sessions among the stakeholders.

#### U. Material Testing and Inspection

Conduct plant and/or field sampling, inspection and perform standardized laboratory tests on common construction materials in accordance with ASTM, AASHTO or other applicable procedures. Provide documented results of tests performed. List any certifications of personnel or firm including ACI, IHMM, A2LA, IAS accreditation, or any others.

#### V. Special Improvement District (SID)

Provide services to assist the City in the formation and administration of assessment districts for new developments involving one or a small number of private property owners who intend on developing their property for residential, commercial, industrial or other beneficial use. Work may include the major components of special improvement district (SID) formation, reapportionment services and acquisition audits.

The major components of SID formation include review of construction plans, right-of-way certifications, bid document review, inspection and materials testing, review and recommendation of payment request, determination of assessment allocation and preparation of the Engineer's report.

#### W. Bid-Ability and Constructability Review

Firms should have the ability to perform detailed plan and specification reviews to identify errors, omissions and insufficient or ambiguous details, to review coordination between design disciplines, to analyze and/or develop project schedules, to identify areas where significant cost savings could be realized and to provide a constructability report summarizing their findings. Work may include attendance at design coordination meetings, field reviews, and utility / right-of-way research.

## SOQ EVALUATION PROCEDURE

Submittals will be initially checked to see if they state the following:

1. The firm has an office located in Southern Nevada.
2. The firm has indicated, it will have the project manager, agreeable to the City, available at the firm's local office during the term of any contract with the City.
3. The firm will provide the ownership/principals disclosure form as attached to the SOQ application packet, without amendment

**Incomplete applications may have deductions during the scoring process due to lack of information for the evaluators.**

For each service category, a minimum of three evaluators will review and assess all submittals for that service category. These evaluators may consist of City staff and/or personnel from other governmental entities with experience and expertise in the specific service category. The evaluators may include qualified private sector personnel.

Evaluators should complete their evaluations independently of other evaluators. **On all submittals, evaluators will evaluate the firm only on the basis of material contained within the submittal. Information pertaining to service categories other than the one being evaluated will be disregarded.**

The evaluators should follow the procedure and guidelines presented below:

1. The local office's ability to demonstrate that it is a bonafide, fully-established, business enterprise that will likely continue to successfully operate locally for the foreseeable future under its current management (Forms A, B, and C).
2. Experience and qualifications of firm's employees to perform the service within the scope of the service area. (Forms B, C and F)
3. Firm's equipment resources for the service category (Form D). Also for firms submitting for either Geotechnical or Materials Testing Categories, firms listing of tests and procedures (Form E).
4. Past history of providing similar services in the last five years (Form F).
5. Management philosophy and project approach including identification of budgeting, scheduling and quality control processes practiced by the firm (Form G).

Each evaluator will independently rate each firm/service area with a score from zero to one hundred. The total of the evaluator's scores will be used to establish an initial ranking. The initial ranking will then be adjusted to take into consideration the consultant's past performance of previously contracted City projects, if any.

Each consultant will then be ranked and listed from highest to lowest rating. This list will be used over approximately the next two-year period for projects in the applicable Service Area. The City reserves the right to solely determine who is "most qualified" for a particular project. This determination will be based on the information submitted in this SOQ process, updates to such information, pre-selection interviews, and consultant performance evaluations of previous City work.

Submittal Forms  
for  
Professional Architectural and Engineering Services  
CLV Forms A through G